

TO: Mayor and Board of Trustees

FROM: Village Administrator Steve Stricker and Staff

SUBJECT: Regular Meeting of November 26, 2012

DATE: November 21, 2012

PLEDGE OF ALLEGIANCE: Due to holiday closures and scheduling at the selected school, we were unable to secure a student for this meeting.

6. ORDINANCES

- A. Annex Property (Compass – 15W580 North Frontage Road)**
- B. Rezoning Upon Annexation (Compass – 15W580 North Frontage Road)**
- C. Variation Upon Annexation (Compass – 15W580 North Frontage Road)**

Attached are Ordinances annexing the Compass Truck property, rezoning the property to the GI General Industrial District and granting a variation to allow a 16 foot tall wall in lieu of the required 30 foot landscaping yard. At its last meeting, the Board approved an Annexation Agreement which included a commitment to rezone the property upon annexation and grant said variation. The Agreement has been signed by the property owner. Also, recall that the agreement commits the property owner to cease operation of the truck driving school by March 1, 2013.

It is our recommendation: that the Board approves the Ordinances.

- D. Force Annex Property (Compass) (15W580 North Frontage Road)**

If the Board approves Items 6A, 6B and 6C above, it need not take further action on this issue.

- E. Variation (Stand-By Generator – 15W431 59th Street – Hanson Center)**

Please find attached a letter from the Plan Commission recommending approval of a variation to allow the Hanson Center to place a standby generator on the front side of the building. Also attached is an Ordinance granting the variation as recommended by the Plan Commission.

The existing utilities for the property, including outside air conditioning units, are located on the front side of the building and the Plan Commission determined that it would not be practical to locate the generator elsewhere. Further, the building and location of the generator is more than 200 feet from any street.

It is our recommendation: that the Board concurs with the Plan Commission and approves the Ordinance.

F. Comprehensive Update of Building Ordinance

Attached is an Ordinance approving the comprehensive update of the Building Ordinance. The update was discussed at the last Board meeting at which time the Board directed staff to prepare the Ordinance with a local amendment excluding the requirement for fire sprinklers in new residential construction. The 2012 model residential code would otherwise require fire sprinklers in new residential construction. Homes may be constructed with fire sprinklers but they are not mandated by the new Burr Ridge code. Also, please note that the Ordinance would make the new codes effective as of January 1, 2013.

It is our recommendation: that the Ordinance be approved.

7. RESOLUTIONS

A. Plat of Dedication (8200 Hamilton Avenue)

Attached is a Resolution approving the dedication of right of way at 8200 Hamilton Avenue. The property is adjacent to the Old Oak Highlands Subdivision.

At the time that Old Oak Highlands was developed, a 43 foot right of way was dedicated with the understanding that the additional right of way would be dedicated at such time that the property at 8200 Hamilton was developed. The 8200 property (on the east side of Hamilton) has been split into two lots and a new home is planned for one of the lots. The additional right of way would be used primarily for parkway trees and utilities. Full street improvements were provided by the developer of Old Oak Highlands.

It is our recommendation: that the Resolution be approved.

8. CONSIDERATIONS

A. Plan Commission Recommendation – Special Use (Chase Bank)

Please find attached a letter from the Plan Commission recommending approval of a request by Northstar Trust Company No. 1392 on behalf of J P Morgan Chase for special use approvals for a bank with drive through facilities; a zoning variation to reduce the required 40 foot front yard setback; and an amendment to the Zoning Ordinance to modify the vehicle stacking regulations for drive-through facilities. The subject property is located at 150 Burr Ridge Parkway.

At the recommendation of Village staff, the petitioner requested a variation of the front yard setback to move the building to the corner of the property. Also as recommended by staff, the petitioner provided an alternate site plan with

reduced stacking. The setback variation allows the building to be moved closer to the intersection of Burr Ridge Parkway and Bridewell Drive. This was recommended by staff to create another hard corner at this intersection complementing the Village Center building on the opposite corner of this same intersection. The text amendment was based on a traffic study for the subject development and municipal regulations from area suburbs which clearly indicated that a bank drive through does not need more than three stacking spaces per lane.

The Plan Commission determined that this bank with a drive through facility would complement the area and meet a need for the community. The petitioner showed that there are a large number of Chase Bank customers in Burr Ridge who do their banking in other communities. The architecture and the site plan complement the urban design of the downtown area. With the changes previously recommended by staff and incorporated into the plans, the Plan Commission also supports approval of the site, landscaping, and building plans.

Chase Bank has also volunteered to contribute \$12,000 per year as compensation for the lack of sales tax that may otherwise be generated from this property by a retail use. Chase has been working with the Village Attorney to prepare a covenant that would be recorded and would mandate that any bank operating on this property provide a \$12,000 annual contribution to the Village.

It is our recommendation: that Board concurs with the Plan Commission and directs staff to prepare Ordinances granting the special uses and variation.

B. Plan Commission Recommendation – Sign Variations (Chase)

Please find attached a letter from the Plan Commission recommending approval of a request by Northstar Trust Company No. 1392 on behalf of J P Morgan Chase for conditional sign approval and variations as per Section 55.06 of the Burr Ridge Sign Ordinance for approval of a sign package for the proposed Chase Bank.

The sign package includes a shopping center sign designed to match the Village's downtown monument sign. The sign would be identical to the Burr Ridge Downtown sign located at the southeast corner of Burr Ridge Parkway and County Line Road. The sign improvements would include a brick wall and modifications to the brick plaza to match the plaza for the downtown sign.

Signs for Chase bank include four wall signs and a variety of directional signs. All of the directional signs comply with the Sign Ordinance. Conditional sign approval is required for the shopping center sign. Variations are required for the wall signs to allow more than one sign and for the total sign area exceeding 100 square feet (four wall signs with a combined area of approximately 200 square feet was requested).

The Plan Commission determined that additional signs and sign area were justified based on the following factors: the bank is giving up their rights to a monument sign to construct a shopping center monument sign that complements the Village downtown signs and was requested by Village staff; if the property were considered a corner lot, they would be allowed two signs and although the property is not a corner lot it functions as a corner lot because of the shopping center driveway; by moving the building to the front corner of the property as requested by staff, the bank needs a sign on the south side of the building as well as the street sides of the building. The Plan Commission concluded that these factors justified three signs with each sign being less than 50 square feet in area.

It is our recommendation: that the Board directs staff to prepare an Ordinance approving the signs as recommended by the Plan Commission.

C. Plan Commission Recommendation – Conditional Sign Approval (Village Center)

Please find attached a letter from the Plan Commission recommending approval of a request by the Village Center for conditional sign approval and variations as per Section 55.06 of the Burr Ridge Sign Ordinance for approval of portable sidewalk signs for the Burr Ridge Village Center

The sign package includes several signs for tenants that exceed the height and area permitted by the Sign Ordinance. The largest sign was 72 inches in height and about 16 square feet in area rather than the maximum of 48 inches and 9 square feet in area. However, the applicant said that the larger signs would all be located within three feet of the storefront so they would not block sight lines or be a hindrance to pedestrian traffic. The signs are attractively designed and the Commission has no objection to the larger signs provided they are kept close to the building.

It is our recommendation: that the Board concurs with the Plan Commission and directs staff to prepare an Ordinance approving this sign request.

D. Plan Commission Recommendation – Conditional Sign Approval (County Line Square)

Please find attached a letter from the Plan Commission recommending approval of a request by County Line Square for conditional sign approval as per Section 55.06 of the Burr Ridge Sign Ordinance for approval of portable sidewalk signs for the County Line Square Shopping Center.

The sign package originally included two types of signs; plastic A-frame signs and chalkboard signs. The applicant understood that the plastic A-frame signs were not allowed. He withdrew these signs from consideration and requested only the chalkboard type signs. All of the chalkboard signs comply with the Sign Ordinance.

It is our recommendation: that the Board concurs with the Plan Commission and directs staff to prepare an Ordinance approving this sign request.

E. Plan Commission Request – Public Hearing (Zoning Ordinance Text Amendment: Driveway Width)

Please find attached a letter from the Plan Commission requesting authorization to conduct a public hearing to consider a Zoning Ordinance text amendment relative to the regulations for residential driveways. In particular, the Plan Commission would like to conduct a public hearing to consider whether to make provisions for replacement of existing driveways that exceed the permitted 22 feet. Village staff has received inquiries from several residents who would like to replace their driveways but they cannot without reducing the width of the driveway to the permitted 22 feet.

Although the Plan Commission is not committed to changing the regulation, they would like to consider the alternatives and determine whether there is a reasonable compromise for non-conforming driveways.

It is our recommendation: that the Board direct the Plan Commission to proceed with a public hearing as requested.

F. Purchase Computer Equipment (PD In-Car Mobile Video System)

In the FY 12-13 budget, the Village Board approved a replacement plan for the Police Department's in-car mobile video systems. The plan calls for replacing two in-car camera systems per year until the entire fleet is upgraded.

The system chosen to replace our current equipment is the L3 Mobile-Vision Digital In-Car recording solution. The system records mobile video onto a removable computer hard drive. The video data is uploaded wirelessly to a video server that will be installed in the police station.

We have already purchased the two cameras for FY12-13 at a cost of \$10,690.00 (\$5,295.00 ea. + \$100 shipping). These cameras are being installed in two of our recently purchased squad cars.

The Police Department would now like to purchase the remaining components of the system, which includes the computer server tower used for data storage, a desktop computer for viewing and making copies of videos for court purposes, a DVD burner "robot" that automatically creates DVD's when needed for court, software, wireless access point, installation, and training. The total for these items is **\$14,438**. This is a sole source purchase from L3 Mobile Vision (see attached proposal).

The expense for this back office solution is an initial, one-time expense. Once this system is in place, it will work with the additional two cameras per year that we will be purchasing.

The funds needed to purchase this equipment will draw from three accounts:

Police Donation Account 10-0000-22-2225	\$ 8,000
FY 12-13 Equipment Budget 10-5010-70-7000	\$ 4,310
Police Discretionary Account (Drug Fund)	<u>\$ 2,128</u>
TOTAL	<u>\$14,438</u>

It is our recommendation: that the Board authorize the purchase of the aforementioned equipment from L3 Mobile Vision in an amount not to exceed \$14,438.

G. Contract for Janitorial Services

The current contract for janitorial services is up for renewal. The current vendor, Best Quality Cleaning, has been performing janitorial services for the Village for 10 years. However, due to the addition of a new public building and the remodeling of Village Hall, it was determined to modify the scope of the contract and to solicit for competitive bidding this year. A solicitation was posted on the Village website and in a local newspaper, and prospective bidders were provided with a detailed tour of each public building. The scope of services includes daily janitorial services at the Village Hall and Police Station and as-needed specialty services (window washing, carpet cleaning, etc.). Bids were received from three bidders; however, Crystal Maintenance Services was disqualified for not attending the walk-through. Therefore, there were two competitive bids, as summarized on the attached bid tabulation. The FY 12-13 budget for this service is \$38,740.

It is our recommendation: that a one-year contract be awarded to the low bidder, CleanNet of Illinois, for Janitorial Services at the contractual rate schedule in an amount not to exceed \$34,405 per year.

H. FMLA Leave of Absence – Officer Michele Glosky

Attached please find a letter from Chief John Madden, along with a request from Officer Michele Glosky requesting a leave of absence for up to four weeks under the Family and Medical Leave Act. Officer Glosky is requesting a leave of absence commencing November 26, 2012, due to the employee's serious medical issue, which qualifies under the FMLA regulations for a leave.

It is our recommendation: that the request for up to four weeks of leave of absence under the Family and Medical Leave Act for Police Officer Michele Glosky be approved.

I. Receive and File Officer Scott Phillips' Retirement Letter

Enclosed is a letter from Officer Scott Phillips announcing his retirement from the Burr Ridge Police force effective January 10, 2013. Scott has been a member of our Police Department for 30 years.

It is our recommendation: that the retirement letter from Scott Phillips be received and filed.

J. Hire Police Officer to Replace Scott Phillips

Officer Scott Phillips' retirement will bring the Police Force to a critical personnel level and Chief Madden is recommending the vacancy be filled as quickly as possible. The Board of Fire and Police Commissioners will need to initiate background investigations on the next two candidates on the Eligibility List immediately in order to have a new hire ready to go to Academy in January 2013.

It is our recommendation: that the Board of Fire and Police Commissioners be authorized to begin the process to hire a Patrol Officer to fill the vacancy created by Scott Phillips' resignation.

K. 2013 Board Meeting Schedule

Enclosed is the proposed schedule for the 2013 Village Board meetings.

It is our recommendation: that the 2013 Village Board meeting scheduled be approved as submitted.

L. Approval of Vendor List

Enclosed is the Vendor List in the amount of \$346,271.44 for all funds, plus \$187,051.70 for payroll, for a grand total of \$533,323.14.

It is our recommendation: that the Vendor List be approved.